

Welcome!

Thank you for your interest in studying »Open Design« at the Universidad de Buenos Aires and the Humboldt-Universität zu Berlin.

1. Application Requirements

To study **Open Design / Diseño Abierto para la Innovación** you must have completed a four-year Bachelor or equivalent university degree with an attendance of at least 2600 hours (clock hours).

If your university degree was less than four years in duration, please submit proof of at least one year's work and/or research experience in your field of study.

Please submit your completed application including the below listed supporting documents to:

applications.master-open-design@hu-berlin.de

- a. Application Form
- b. Curriculum Vitae, including your full first and last names, residential address, name of the city/town, telephone number(s), passport and/or national ID number
- c. Scan of the original graduation certificate (university degree with at least four years of study or equivalent qualification)
- d. Scan of the original transcript of records (stating exams taken, exam dates and grades obtained)
- e. Certificate issued by your university outlining the total number of attendance hours.
- f. Motivation letter in English no longer than two pages
- g. Certificate of English proficiency (B2 CEFR or equivalent)
- h. Certificate of Spanish proficiency (A2 CEFR or equivalent). (language certificates can be handed in also during to a later point, but must be presented at the latest for the in person enrollment.)
- i. Portfolio (if applicable) or other academic and/or professional records (texts, project descriptions etc.) not exceeding 10 MB PDF file

IMPORTANT:

Please note that the award of a university degree with a duration of four years or equivalent work experience and time load are mandatory admissions requirements. Under no circumstances may students be enrolled with qualifications still pending.



2. Enrollment Requirements

After your acceptance into the program based on your application documents you will be asked to submit the below listed additional documents for the first part of the enrollment (electronic enrollment or pre-enrollment).

- a. Scan of the Passport (Pages 1-2)
- b. Scan of Birth Certificate

Where requested:

- c. Letters of recommendation or a guarantee
- d. Complete syllabus of your previous degree program
- e. Other documents

The Master's degree program has its administrative seat at FADU-UBA. Therefore, students will be officially enrolled at this Faculty to start the course. After the enrollment procedure at UBA has concluded, students will also be registered at HU.

In case candidates need a letter of admission or syllabus to apply for student loans (IECE - ICETEX - CADIVI, ETC), or scholarships etc., they should send an email to certifications.extranjeros@fadu.uba.ar providing the necessary details and information about the funding institution, contact person, address or fax number etc.



3. In-Person Enrollment FADU UBA

All candidates have to finalize their enrollment in person at the Postgraduate Office at FADU-UBA. Payments of fees for students with residence in Argentina are also conducted with the Postgraduate Office in Buenos Aires. After the evaluation of your enrollment documents (as outlined above) you will be notified about the continuing steps of the procedure.

To complete your enrollment in Buenos Aires:

- a. Schedule an appointment with the Postgraduate Office at FADU after your arrival so that all original documents (previously electronically submitted) can be verified
- b. Complete and hand in the enrollment form (provided by the Postgraduate Office), which has the nature of a sworn statement, attaching the following:
 - two copies of the university degree certificate and academic transcript, certified by UBA's Authentication Department in Uriburu 950 (11 am - 4 pm) in Buenos Aires. Appointments for certification can be requested online www.legalizacionesturnos.rec.uba.ar
 - one 4x4 cm color passport photo
 - two copies of the passport pages showing first name, last name, passport number, address and visa
 - a copy of the application for temporary residency
 - a copy of the application for a National ID for foreigners
 - two copies of your ID

IMPORTANT:

Bring the original documents, translations and copies to your authentication appointment.

With regard to the information set out on the previous pages, it is important to mention that the start of each activity is subject to the minimum number of applications registered for it. The program may be deferred to the following academic period, if required numbers of enrollment are not reached. In case of deferral or suspension, candidates may opt for some of the other academic programs offered.

Preference in respect of scholarships is given to academic staff and graduates of the Faculty of Architecture, Design and Urban Planning and therefore the quota is fully allocated each year.



4. Residence Permit

Stages and requirements for formal non-Mercosur international students provision no. 20.669/2006 - national department for Immigration. Postgraduate Course of between 6 months to 2 years:

Candidates from non-Mercosur countries will usually be arriving to Argentina on a tourist visa with a duration of 90 days (with the possibility to extend for additional 90 days). After arriving in Argentina they must normalize their immigration status with the National Department for Immigration (*Dirección Nacional de Migraciones, Av. Antártida Argentina 1353-Edificio 4, Buenos Aires*). Candidates can either make an appointment in person or initiate their application for a temporary residence permit online www.migraciones.gob.ar (*Radicación a Distancia, residencia temporaria como estudiante - No Mercosur*)

Candidates will need to have the following documentation ready for submission (either in person or electronically):

- a. National ID, passport or certificate of nationality
- b. Birth certificate and certificate relating to the civil status of the candidate
- c. Police certificate of the countries where you have resided for a period exceeding 1 year, during the course of the last 3 years
- d. Police certificate of Argentina (the application to obtain this record is integrated in the online application for the temporary residency)
- e. Stamp of entry into the country on the travel document.
- f. Proof of address
- g. Statement of Enrollment (issued by UBA)

IMPORTANT

All documents issued abroad must be legalized by the Argentine Consulate (or respective authority), located in the country issuing the document, or require an Apostille, if the issuing country is a signatory of the Hague Convention. All relevant documentation in a foreign language, must be translated into Spanish by a national public translator and legalized by the Association of Translators in Argentina.

We recommend that as a first step, all candidates talk to the Postgraduate Office on their arrival to plan the next steps.



5. Checklist

Procedures to be carried out **in your country of origin prior to departure**:

- a. All original documents (university degree, transcripts, program certificates and any other relevant documents issued by a foreign institution/authority need to be legalized by the Argentine Consulate or an equally authorized institution located in the country issuing the documents. If the issuing country is a signatory of the Hague Convention an Apostille is required.
- b. All documents in languages other than Spanish must be translated by a National Public Translator and legalized by the Association of Public Translators. Ask the Argentine Consulate for a list of suitable translators.
- c. All required copies need to be certified by corresponding authorities in Argentina (bring the original documents with you)
- d. Get a medical, accident and disability insurance with international Coverage
- e. Obtain a police certificate of good conduct of your country of origin/residence for the last three years
- f. Bring your birth certificate
- g. Find out more about any specific requirements based on your country of origin that you need to comply with in order to travel to Argentina and apply for your temporary residence in Argentina after your arrival

Contact

Program Coordination FADU-UBA

Phone: +54 11 4789 6361
opendesign@fadu.uba.ar

Postgraduate Office FADU-UBA

Phone: +54 11 4789 6235/36
Fax: +54 11 4789 6240
posgrado@fadu.uba.ar
extranjerospos@fadu.uba.ar
www.fadu.uba.ar

Procedures to be carried out **after your arrival in Argentina** to complete your enrollment at UBA and change your residence status:

- a. Schedule an appointment with UBA's Authentication Department to obtain certified copies of your original documents (certified translations mandatory)
- b. Apply for your temporary residence permit and national ID card (DNI) with the National Department for Immigration. If you chose not to use the online application system, but to make an appointment in person, you also have to apply for a police certificate of good conduct for Argentina independently.

This is not an exhaustive list and it is each student's responsibility to check any requirements applying to their specific situation.

